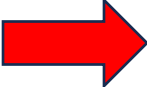
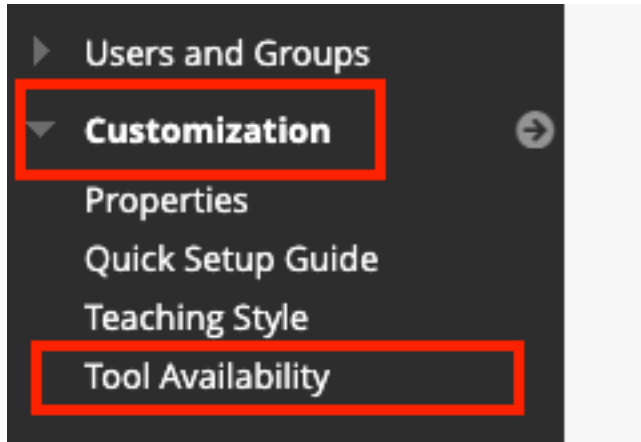


Honorlock

Setting up Honorlock in Blackboard

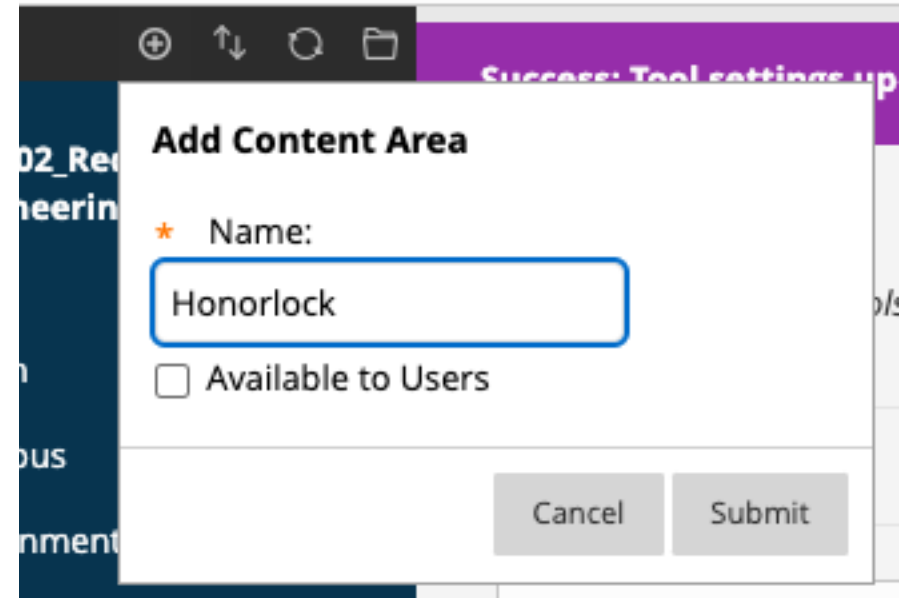
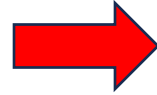
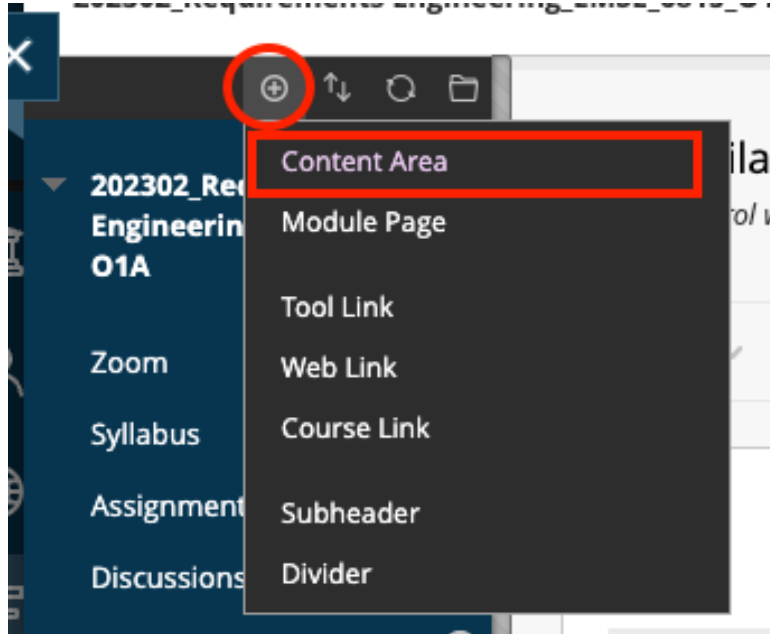
Add the Tool



QVO Lecture Capture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Honorlock for MLS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Honorlock for SEAS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i>clicker Instructor Resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

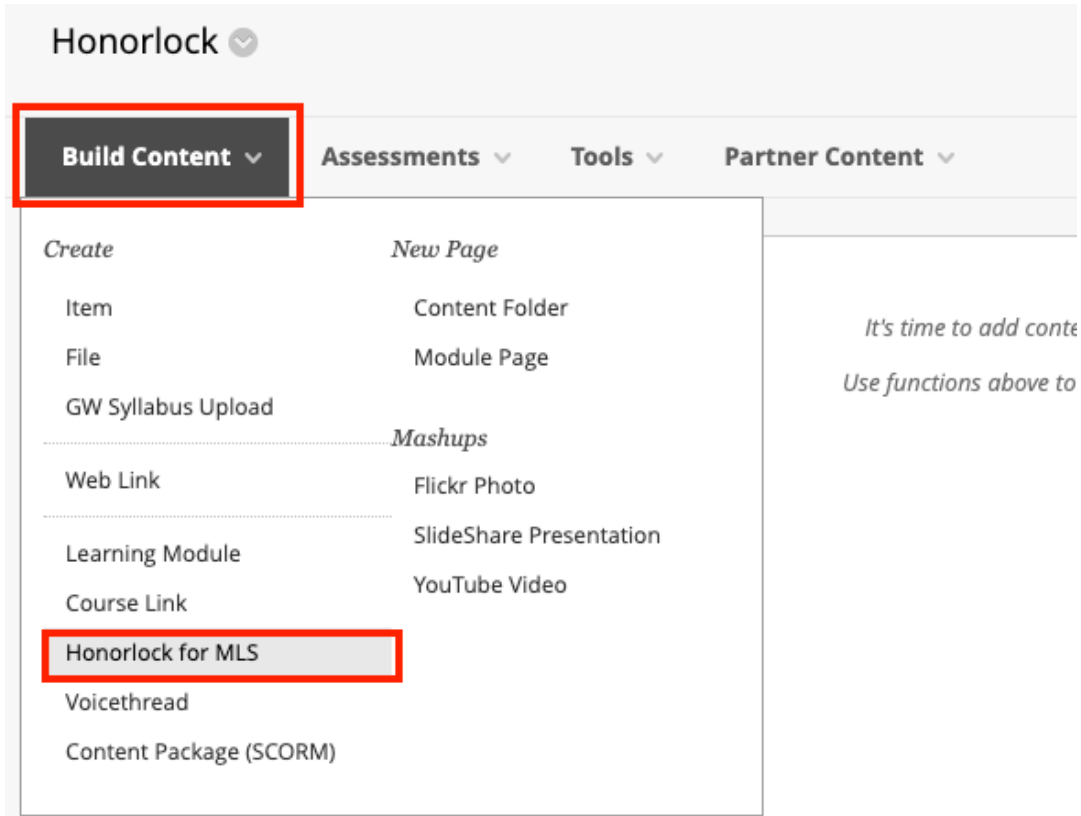
In the Course Management section of Blackboard go to Customization → Tool Availability
Scroll down and check the box next to “Honorlock for MLS” (**do not use Honorlock for SEAS**)
Click on “**Submit**”

Add to Blackboard



Click on the small + symbol on the Blackboard Toolbar and choose **“Content Area”**
Name the new content area **“Honorlock”** don't make it available and click on **“submit”**

Enable the tool



In the window on the right choose Build Content
→ **Honorlock for MLS**

Prepare the tool for use

Create Honorlock for MLS

★ Indicates a required field.

INFORMATION



































































































★ Name

Color of Name

 Black

Description

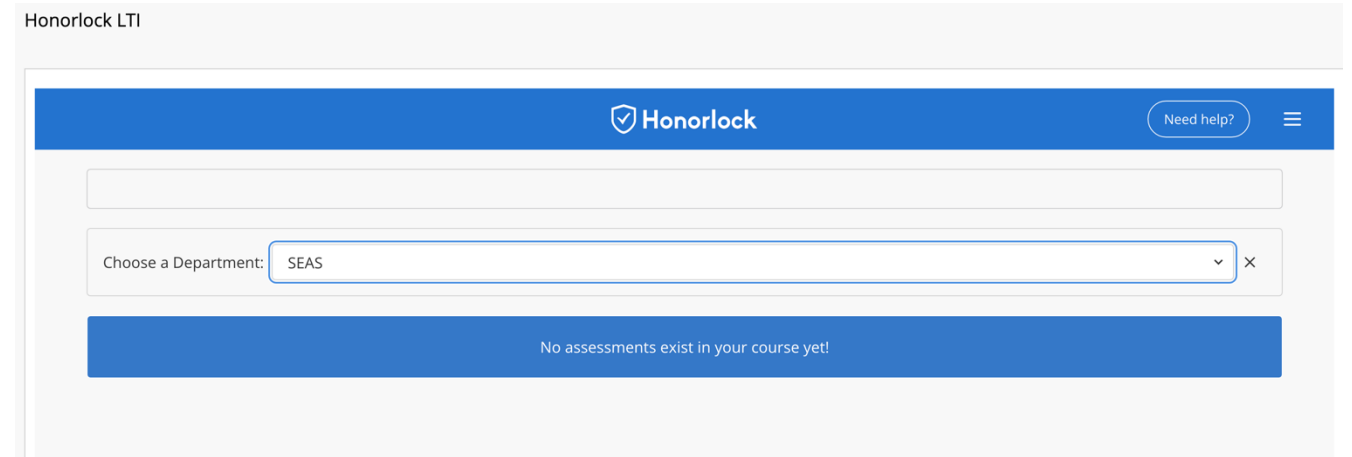
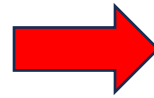
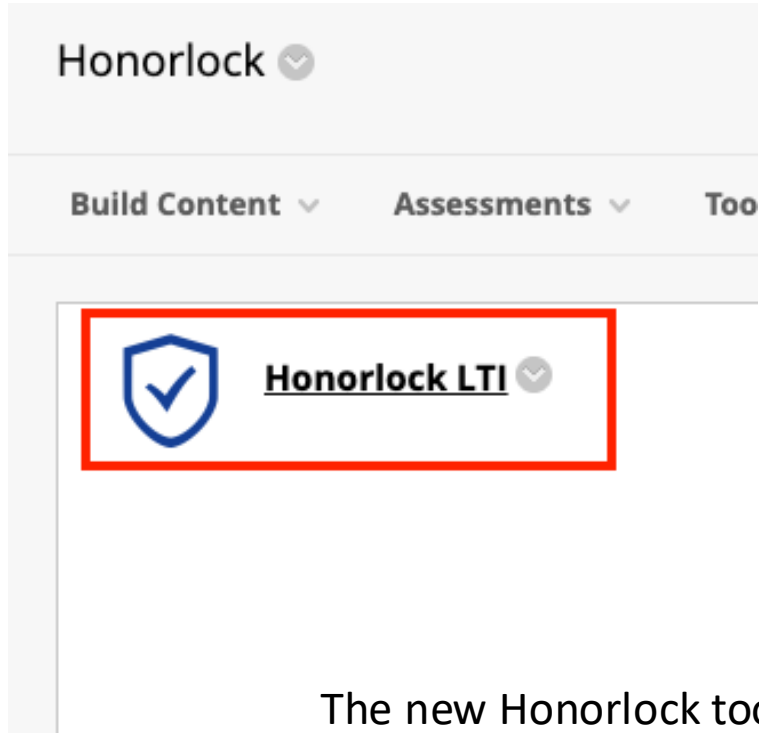
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

B	<i>I</i>	<u>U</u>		Paragraph ▾	Arial ▾	10pt ▾	☰ ▾	☷ ▾	<u>A</u> ▾	 ▾	<i>I</i> _x																																				
																																															
																																															

Name the new tool “**Honorlock LTI**”

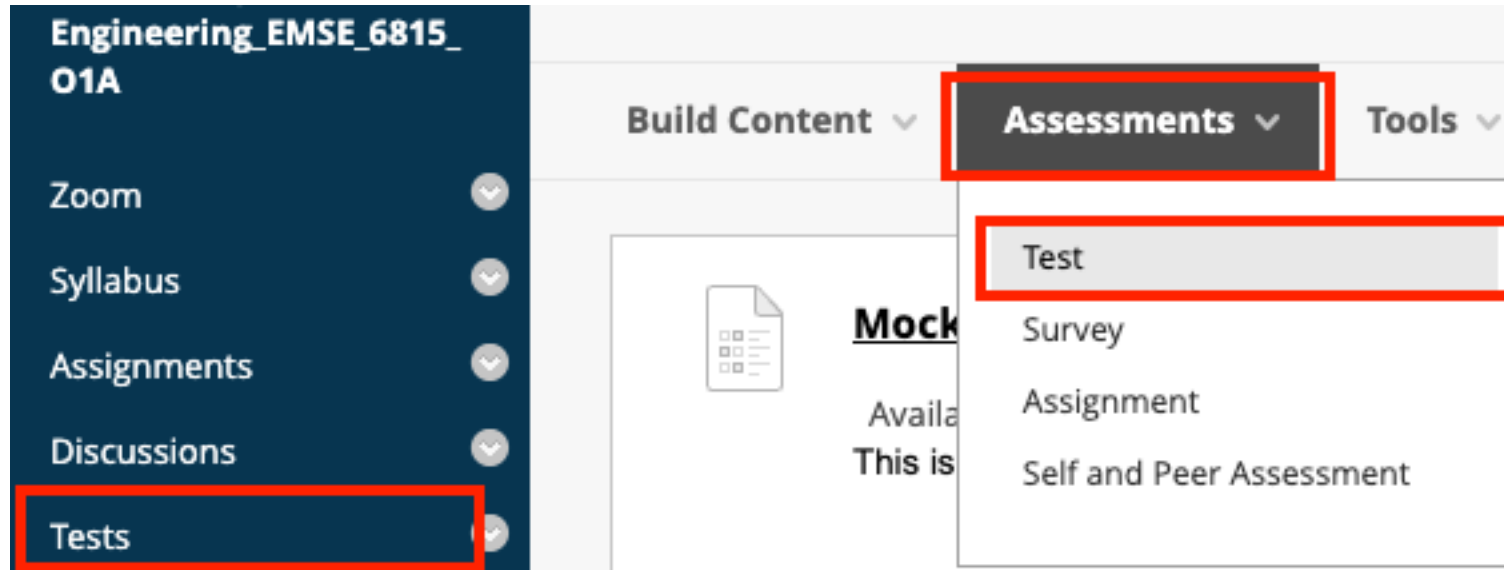
You can leave the remaining settings on the defaults and click on “**Submit**”

Setup



The new Honorlock tool will be created. Click on the tool to activate Honorlock for your class. The first time you open it, it will ask you choose your department. You will choose SEAS.

Set up an Exam



Go to your “**Tests**” folder and click on **Assessments** → “**Test**”
Build out your test or practice test as normal.

Set up an Exam

HONORLOCK

Honorlock is a lightweight yet powerful proctoring tool for online assessments.

Status



Click to Enable



When you go to edit the test options you will now see a heading for “**Honorlock**”. Set up the exam options as you normally would (**do not set a password**). Once you have all the settings in place scroll back up and choose “**Click to Enable**” for Honorlock.

Honorlock Settings

Practice Test



Admin Settings

Customize your exam experience by selecting from the proctoring options below

Critical Session Recipients:

markgriffith@gwu.edu ×

?

Please select at least one email address. By adding a person's email address as a Critical Session Recipient, you are representing that this person is authorized to receive an email regarding session flags and information regarding any and all sessions for this assessment.



Proctoring Settings

Customize your exam experience by selecting from the proctoring options below

Record Webcam

Record student's testing environment using webcam



Record Screen

Record student's screen during exam



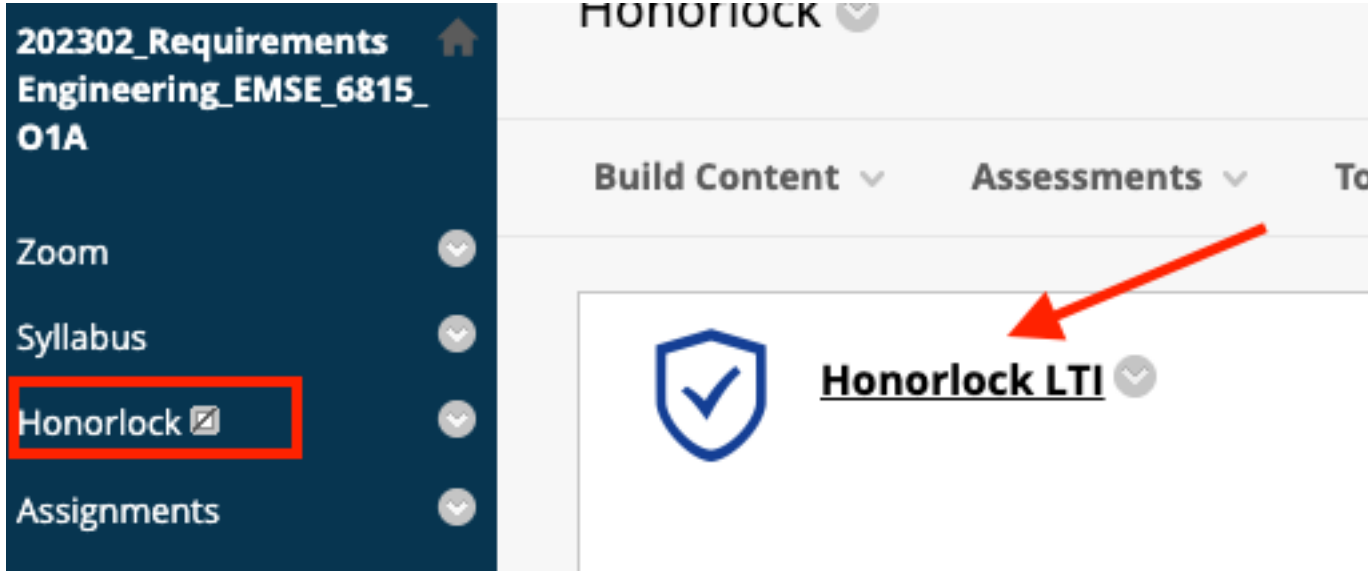
Record Web Traffic

Log student's internet activity



The exam setting for Honorlock will expand in the window. You can set the exam parameters from here but I recommend just submitting the exam at this point.

Honorlock Settings



Go back to the **Honorlock** folder that you created earlier and click on the “**Honorlock LTI**”

Honorlock Settings

Search:

Q

Sort by: Start Date Descending ▼

Filter: All Exams Honorlock Enabled Exams Honorlock Disabled Exams

Practice Test
Open Available until Aug 23

Results Settings

You will now see the exam that you just created listed. Click on **Settings** to edit the exam parameters

Honorlock Setting



Proctoring Settings

Customize your assessment experience by selecting from the proctoring options below


Record Webcam Record test taker's testing environment using webcam <input checked="" type="checkbox"/>	Record Screen Record test taker's screen during session <input checked="" type="checkbox"/>	Record Web Traffic Log test taker's internet activity <input checked="" type="checkbox"/>	Test Taker Photo Capture test taker photo before the assessment begins <input checked="" type="checkbox"/>
Test Taker ID Capture ID photo before the assessment begins <input checked="" type="checkbox"/>	Room Scan Record a 360 degree environment scan before the assessment begins <input checked="" type="checkbox"/>	Manual Review* Post assessment review of session recording by a proctor <input checked="" type="checkbox"/>	Basic Calculator Allow access to a basic on-screen calculator <input checked="" type="checkbox"/>
Scientific Calculator Allow access to a scientific on-screen calculator <input checked="" type="checkbox"/>	Disable Copy/Paste Block clipboard actions <input checked="" type="checkbox"/>	Disable Printing Block printing assessment content <input checked="" type="checkbox"/>	Browser Guard Limit browser activity to assessment content and allowed site URLs only <input checked="" type="checkbox"/>
Allowed Site URLs Allow access to specific websites during a session <input checked="" type="checkbox"/>	Simulated - Not Proctored Sessions will not be recorded or flagged <input checked="" type="checkbox"/>		











*Manual Review cannot be enabled if Record Webcam, Record Screen, and Room Scan are all disabled.

For the Proctor Settings – if this is a practice test you want to make sure to choose “**Simulated – Not Proctored**”

Otherwise, the default settings for this section are already set the way they should be and should not be adjusted.

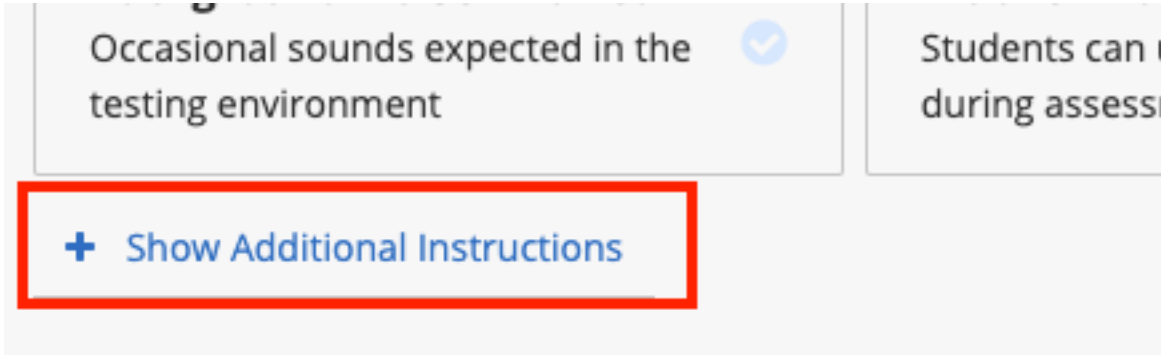
Honorlock Settings

 **Student Guidelines**
Define what your students can and cannot do during the exam session

Open Book Allowed A book can be referenced 	Notes Allowed Pre-written paper notes can be referenced 	Scratch Paper Allowed Paper and a writing utensil can be used 	Restroom Breaks Allowed Student can leave the webcam view for a short period of time 
Handheld Calculator Allowed A physical calculator can be used 	Headphones Allowed Students can wear headphones during assessment 	Hats Allowed A hat can be worn on the student's head 	Take Exam in Public Area Background noise and multiple people are expected 
Background Noise Allowed Occasional sounds expected in the testing environment 	Mobile Phone Use Allowed Students can use a mobile phone during assessment 		

For the options for Student Guidelines you will want to make sure the “**Notes Allowed**” and “**Restroom Breaks Allowed**” are checked. Optional: you can set “**Scratch Paper Allowed**” if needed.

Honorlock Settings



At the bottom of the Student Guidelines you will see an option to “**Show Additional Instructions**”

Honorlock Settings

Additional Instructions

Add detailed instructions not defined above. Instructions will be visible to all students.

Normal ¶ B I U 🔒 A A ☰ ☷ T_x

Students are allowed one sheet of paper 8.5 x 11 front and back for notes

Students are allowed one bathroom break aprox. 5 minutes in length

You can use the **Additional Instructions** to set detailed information on specific allowed items. This is place to set parameters like “Excel Allowed” or “Students can use the calculators native to the OS”
When you are finished click on “**Save**” at the bottom of the page.

Exam Profiles



You can create a reusable Exam Profile by clicking on the “**Exam Profiles**” Button in the Honorlock LTI

Exam Profiles

Exam Settings Profile

×

Select an existing profile to apply to this exam:

--- Select Profile ---

▼

Edit Profiles

Apply

Or create a new profile based on the current exam settings:

Mark's Profile |

Create Profile

You will be asked to select an existing profile or if you haven't created one yet, you can choose to create a new Profile. Enter a profile name and select **“Create Profile”**. It will save the profile parameters that you just set.